

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
General Wage Determination Reports
as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Labor
Single Award

The term of this contract is for the period
beginning on the Date of Award and ending July 31, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on August 24, 2000.

BID SUBMISSION: Submit bid in preaddressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001, M/F: "Bid Opening, Program C717-S." Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. 202-512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

PRODUCTION AREA:

It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parentheses by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

For any information of a technical nature call Mr. Mott, 202-512-0310 (no collect calls).

SECTION 1.--GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. April, 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes--Level IV (this shall include an image reproduced by any means).
- (b) Finishing (item related) Attributes--Level IV.

Inspection Levels (from ANSI/ASQC Z1.4)

- (a) Nondestructive Tests--General Inspection Level I.
- (b) Destructive Tests--Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from the date of award through July 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be issued for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS:

This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on Page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

SECTION 2.--SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered books and pamphlets requiring such operations as making reproducibles, printing, binding, packing, and distribution.

TITLE: General Wage Determination Reports (Volumes I, II, III, IV, V, VI, and VII).

FREQUENCY OF ORDERS:

Weekly Updates (52)--Weekly, consisting of seven volumes per order.

Annual Report--Annually, consisting of seven volumes.

Annual Report will be ordered in the same week as a Weekly Update.

QUANTITY:

Weekly Updates--Approx. 500 to 2,000 copies per volume, per order.

Annual Report--Approx. 500 to 3,000 copies per volume, per order.

NOTE--NO SHORTAGES WILL BE ALLOWED.

NUMBER OF PAGES:

Weekly Updates--Approximately 2 to 2,500 pages per volume, per order.

Annual Report--Approximately 1,000 to 2,800 pages per volume.

TRIM SIZE:

Weekly Updates--216 x 279 mm (8-1/2" x 11").

Annual Report--216 x 279 mm (8-1/2" x 11").

GOVERNMENT TO FURNISH:

At the inception of the contract, the contractor will be furnished a mailing list, containing approximately 200 to 300 addresses, which **MUST** be maintained and updated by the contractor.

Camera copy consisting of line art and computer printouts to be reproduced at various focuses.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES:

The contractor must make all reproducibles required. Reproducibles may be destroyed 30 days after delivery of the finished product.

At contractor's option, electrostatic copying or printing with direct image plates is an acceptable method of reproduction provided that the quality levels are maintained.

STOCK/PAPER:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade.

White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25" x 38"), equal to JCP Code A60.

PRINTING:

Print head-to-head in black ink.

MARGINS: Adequate gripper margins throughout. Margins will be as indicated on the print order or furnished copy.

BINDING:

Weekly Updates--trim four sides. Copies containing 50 leaves or less per volume, will require one wire stitch in the upper left corner, copies containing 51 to 250 leaves per volume, will require banding with a strip of heavy kraft paper, 127 mm (5") in width, around the short dimension. Copies containing 250 or more leaves per volume will require shrink film wrapping.

Annual Report--trim four sides and shrink film wrap.

Weekly Updates and Annual Report--drill three 10-mm (3/8") diameter holes centered on the left side, 108 mm (4-1/4") center to center. Center of holes to be 10 mm (3/8") from left edge of product, unless otherwise indicated.

PACKING:

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Shrink-film wrap must be minimum 3-mil polyethylene in accordance with U.S. Postal specifications for mailing.

Superintendent of Documents sales copies for volumes over 500 pages, pack into individual one-piece mailing containers. Affix 3-inch reinforced gummed tape completely wrapped vertically around each individual mailing container.

Pack one-piece mailing containers suitably in shipping containers.

Bulk Shipments: Pack in shipping containers. Pack volumes separately. **DO NOT INTERMIX VOLUMES WITHIN A CONTAINER.**

Pallets are required for shipments to GPO only.

Mailed Shipments: Each destination will receive single or multiple copies of all volumes or a combination of the volumes per order. For each destination, pack all volumes or a combination of the volumes in the same container.

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to a maximum gross weight 18 kg (40 lbs.) must be packed in shipping containers.

LABELING AND MARKING:

Contractor must create mailing labels from the mailing list furnished.

Affix a label to each unit of mail packaged in envelopes and containers.

Contractor is responsible for duplicating mailing labels for each destination as needed. When duplication of mailing labels is required, contractor must indicate on the label the quantity of each volume contained in each parcel, and label each parcel 1 of __, 2 of __, etc.

NOTE: Contractor's name and return address must appear in the top left corner of each package.

A list identification number and/or stock number (furnished with the print order) must appear in black ink, on the spine of all individual mailing containers for Superintendent of Documents sales copies only.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE RANDOM COPIES:

The contractor may be required to submit quality assurance random copies to test for compliance against the specifications.

The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver U.S. Government Printing Office copies f.o.b. destination to approximately three addresses within the commercial zone of Washington, DC. Complete addresses and quantities will be furnished with the print orders.

Mail reimbursable first class f.o.b. contractor's city or ship small parcel carrier using Government bills of lading furnished by GPO. Means to be used (mail or small parcel carrier) will be as directed by GPO Transportation Management Section for each destination.

Contractor must apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

A single shipment or several shipments scheduled for shipment on the same day to a single destination are to be sent by reimbursable First Class mail or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. Shipments to APO, FPO, and post office addresses must be made by reimbursable U.S. Postal Service unless otherwise instructed by GPO Transportation Management Section. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

NOTE: Contractor must accept undelivered package(s) and return the package(s) within 2 workdays after receipt to: U.S. Government Printing Office, North Capitol & H Streets, NW., Stop PPC, Room A843, Washington, DC 20401, Attn: Program Administrator, Program C717-S.

Upon completion of each order, all furnished material and two sample copies must be returned to U.S. Department of Labor, ESA, Wage and Hour Division, 200 Constitution Ave. NW, Room S-3006, Washington, DC 20210, Attn: Forest Randall.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from: U.S. Depart. of Labor, 200 Constitution Ave. NW, Room S-3006, Washington, DC 20210.

Furnished material for weekly updates will be available each Friday beginning September 1, 2000. Material may occasionally be furnished on a workday other than Friday.

FURNISHED MATERIAL FOR THE ANNUAL REPORT WILL BE AVAILABLE ON APPROXIMATELY February 2, 2001.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Weekly Updates: Contractor must make complete distribution to Department of Labor and GPO destinations in the Washington, DC area within 4 workdays.

Annual Report: Contractor must make complete distribution to Department of Labor and GPO destinations in the Washington, DC area within 8 workdays.

An additional 2 workdays will be allowed for mailing and/or small parcel carrier destinations outside the commercial zone of Washington, DC.

The ship/deliver date indicated on the print order is the date products ordered for deliver f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery if applicable). Call 202-512-0516 or 202-512-0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

CONTRACT TERMINATION DISTRIBUTION LIST:

Upon termination of the contract, the contractor will be required to provide the Government with the following:

DISTRIBUTION LIST--The contractor will prepare and deliver to the Government, not later than 60 calendar days prior to contract termination, a complete list of addresses and quantities contained in the distribution list, including a complete list of addresses and quantities for each agency's distribution. The list should be sent to the U.S. GPO address listed under DISTRIBUTION on page 8 of 13.

SECTION 3.--DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce 1 year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.		(1)	(2)
	(a)	64,572	73,217
	(b)	14,864	10,736
II.			
1.	(a)	2,348	
	(b)	2,668	
	(c)	4,991	
	(d)	18	
2.	(a)	2,756	
	(b)	3,816	
	(c)	5,506	
III.			
	(a)	135	
	(b)	50	

SECTION 4.--SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

All vouchers submitted to the GPO shall be based on the most economical method of production.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

I. PRINTING AND BINDING:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Weekly Updatesper page.....	\$ _____	\$ _____
(b) Annual Reportper page.....	\$ _____	\$ _____

II. PACKING:

1. Bulk shipments (other than by mail):
 - (a) Packing and sealing shipping containers per container \$ _____
 - (b) Banding/shrink-film packaging per 100 packages \$ _____
 - (c) Individual mailing containers printed on spine per container \$ _____
 - (d) Palletizing per pallet \$ _____
2. Mailing (Prices must include affixing labels):
 - (a) Single copy in kraft envelope (up to 200 leaves) per envelope \$ _____
 - (b) Multiple copies in kraft envelope (up to 200 leaves) per envelope \$ _____
 - (c) Single or multiple copies over 200 leaves up to a maximum gross weight 18 kg (40 lbs) per container \$ _____

(Initials)

III. ADDITIONAL OPERATIONS:

- (a) Updating mailing list.....per address change/update.....\$ _____
- (b) Undeliverable packagesper package\$ _____
(Price must include delivery to GPO)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at: Street Address _____

City _____ State _____ ZIP Code _____

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material _____
 - a. Number of hours from acceptance of print order
to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government-
Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier
to pickup of completed product _____
 - b. Number of hours from pickup of completed
product to delivery at destination _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.--SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Facsimile Number)